

COMMUNITY GRANT PROGRAM GUIDELINES POLICY

Contents.....	1
1. INTRODUCTION	2
2. OBJECTIVES	2
3. TYPES OF GRANTS AVAILABLE.....	3
4. HOW DO I FIND OUT ABOUT THE CGP?.....	5
5. WHO CAN APPLY?	5
6. WHO CANNOT APPLY?.....	5
7. ELIGIBLE PROJECT COSTS MAY INCLUDE.....	6
8. ITEMS THAT WILL NOT BE FUNDED.....	6
9. SELECTION CRITERIA	6
10. PUBLIC LIABILITY INSURANCE & AUSPICING	7
11. ABN & GST	7
12. SHIRE VALUES AND COMMITMENT	7
13. HOW TO APPLY	8
14. APPLICATION PROCESS	9
15. ASSESSMENT COMMITTEE	10
16. CONFLICT OF INTEREST	10
17. SHIRE ACKNOWLEDGEMENT	10
18. ACQUITTAL PROCESS & OUTCOMES.....	10
19. APPLICATION ASSISTANCE AND SUBMISSION	11

1. INTRODUCTION

Thank you for enquiring about financial assistance from the Shire of Plantagenet. The Shire's Mission Statement is:

“To enhance the quality of life for the people of Plantagenet and the region, through the provision of leadership, services and infrastructure.”

One key method to assist in achieving this mission is through our commitment to recognising the value of all volunteers and assisting community groups, via this Community Grant Program (CGP).

Each year the Shire of Plantagenet allocates funds within the Annual Budget specifically for providing financial support to the community organisations that meet the objectives of the Community Grants Program.

Four (4) CGP categories are on offer:

1. **CEO Donation (up to \$1,000)**
2. **Quick Response Grant (less than \$3,000)**
3. **Community Grant (more than \$3,000)**
4. **Industry Support (Triennium Community Grants)**

The table on pages 4 & 5 of these guidelines demonstrates how to apply, when applications are open and eligible items for each of these four grant categories. The complexity of the application and the information required, along with the subsequent approval process, increases with each of the four categories listed above.

One key consideration of the CGP process is that it be as simple as possible, whilst balancing the responsible use of public money, to enable our community volunteers to get on with what they are most passionate about. We encourage you to make contact with the Community Development Officer at the Shire (contact details on the last page of these guidelines) and discuss your idea at the earliest possible time.

2. OBJECTIVES

The CGP aims to support projects that improve community capacity, promote social participation and inclusion as well as enhance community harmony.

The Shire of Plantagenet 's CGP provides funding to assist community groups and not-for-profit organisations with their vital work and programs to:

- Enhance community capacity, foster harmony, and promote social cohesion within the community.
- Motivate individuals and organizations to take initiative in supporting their own growth and development.
- Ensure equitable distribution of activities and services across the Shire; and
- Promote resident involvement in activities that enhance living in the community.

3. TYPES OF GRANTS AVAILABLE

GRANT CATEGORY		HOW TO APPLY	OPEN DATE	ELIGIBLE APPLICANTS	NON-ELIGIBLE ITEMS	ASSESSMENT PROCESS
1.	CEO Donation Up to \$1,000	Detailed requests to be sent in a letter to the CEO with supporting documents	Open anytime	<ul style="list-style-type: none"> Local community organisations (unincorporated) Incorporated community and sporting organisations for local benefit Non-profit organisations from within Plantagenet 	<ul style="list-style-type: none"> Alcohol Items directly benefiting an individual Assistance towards operating costs of the applicant (eg rent, wages, utility costs etc) Projects not based in Plantagenet Political activities 	CEO consideration
2.	Quick Response Grant \$1,000 to \$3,000	Detailed requests to be sent in a letter to the CEO with supporting documents	Open anytime	<ul style="list-style-type: none"> Incorporated, not for profit organisations and charities Unincorporated not-for-profit organisations applying through the auspice of an incorporated body 	<ul style="list-style-type: none"> Alcohol Items directly benefiting an individual Assistance towards operating costs of the applicant (eg rent, wages, utility costs etc) Projects not based in Plantagenet Political activities 	Community Grants Program Working Group recommendation to CEO

GRANT CATEGORY		HOW TO APPLY	OPEN DATE	ELIGIBLE APPLICANTS	NON-ELIGIBLE ITEMS	ASSESSMENT PROCESS
3.	Community Grants \$3,000 +	Formal application with supporting documents	Round 1: August – September Round 2: February - March	<ul style="list-style-type: none"> Incorporated, not for profit organisations and charities Unincorporated not-for-profit organisations applying through the auspice of an incorporated body 	<ul style="list-style-type: none"> Alcohol Items directly benefiting an individual Assistance towards operating costs of the applicant (eg rent, wages, utility costs etc) Political activities 	Community Grants Program Working Group recommendation to Council
4.	Industry Support 3yr (Triennium) Grants	Formal application with supporting documents Presentation to the Council	February - March	<ul style="list-style-type: none"> Incorporated, not for profit organisations and charities Unincorporated not-for-profit organisations applying through the auspice of an incorporated body 	<ul style="list-style-type: none"> Alcohol Items directly benefiting an individual Political activities 	CEO / Executive recommendation to Council

4. HOW DO I FIND OUT ABOUT THE CGP?

Category 1 & 2 grants are always open and you can submit your application now.

Before and during each category 3 & 4 funding round, advertising of the CGP will be placed in:

- Local newsletter 'The Plantagenet News.'
- As a Latest News item on the Shire of Plantagenet website.
- the Shire of Plantagenet Facebook page; and
- Shire information notice boards.

More information is available on the Shire's website [here](#).

5. WHO CAN APPLY?

Please refer to the 'eligible applicants' column in the table on pages 3 & 4 of these guidelines.

6. WHO CANNOT APPLY?

Each organisation may submit only one application for funding per financial year.

Previous recipients of the CGP must have completed and submitted the required acquittal documents for any funds previously received to be eligible to apply for further rounds. Failure to meet all acquittal requirements automatically disqualifies you from applying in further funding rounds.

The following applicants are also ineligible:

- Unincorporated organisations without an auspice arrangement (Categories 2 – 4).
- Individuals.
- Commercial for-profit organisations.
- Government Agencies (including education, health, transport); or
- Organisations that have a current application open within the CGP.

7. ELIGIBLE PROJECT COSTS MAY INCLUDE

- Costs associated with public events or functions held in the Shire of Plantagenet.
- Purchase of equipment required for the ongoing operations of the club/group, e.g. shade tent, tables, chairs etc.
- Construction/purchase costs for facility upgrades;
- Printing of marketing materials (posters/flyers).
- Advertising and promotions.
- Assistance towards workshops/projects that benefit the Plantagenet community.
- Entertainment at an event.

8. ITEMS THAT WILL NOT BE FUNDED

In addition to those items listed in the table on pages 4 & 5 for each CGP category:

- Projects that do not benefit the Plantagenet community.
- Assistance towards Council rates or standard user agreements.
- Conference attendances.
- Projects that have already commenced or been finalised.
- Political activities.
- Projects that are a duplicate of an existing or similar project/service within the community.
- An item directly benefiting an individual; or
- Any item that may cause offence to others or cause the Shire's name to be in disrepute.

9. SELECTION CRITERIA

Collaborative community wide projects are encouraged.

Applications will be assessed against the following:

- Does the project meet a broader community need?
- Does the project benefit a sufficiently broad, or diverse, target group?
- Does the applicant organisation have the capacity to undertake and manage the project successfully?
- Does the application represent value for money?

The level of assistance available is limited by the Council's budget allocation and its priorities. No applicant can be guaranteed funding, nor can any applicant be guaranteed to receive the full amount requested.

10. PUBLIC LIABILITY INSURANCE & AUSPICING

Not-for-profit organisations must have Public Liability Insurance and provide a Certificate of Currency in order to be eligible for the CGP.

If your application is under auspice by another organization, you are required to provide the Public Liability Certificate of Currency of your auspice organisation.

11. ABN & GST

To comply with the requirements of the Federal Government's Goods and Services Tax (GST) you must advise on your application if your organisation is registered for GST. If you do not have an ABN or are not registered for GST, you are required to complete a Statement by a Supplier form and include it with your application.

The Shire of Plantagenet cannot release funds to successful applicants without an ABN or signed Statement by a Supplier form.

Statement by a Supplier forms are available on the ATO website [here](#).

12. SHIRE VALUES AND COMMITMENT

All applicants must demonstrate that the organisation or community group has a vision that is consistent with the Shire of Plantagenet's. Organisations or community groups who apply to the CGP that engage in negative public comments that disparage the Shire, Councillors and/or staff may have their application denied on this basis.

The Shire's values and long-term vision can be found [here](#).

13. HOW TO APPLY

Please refer to the table on pages 4 & 5 for details on each CGP category:

Category 1 & 2 - Detailed requests to be sent in a letter to the CEO with sufficient supporting documents (e.g. quotes, photos, plans, etc). Applications are always open.

Category 3 - Formal application using the application form with supporting documents. Round 1 is open August – September each year, Round 2 is open February – March. The application must address the selection criteria provided within the application guidelines and include all required attachments such as budgets, receipts, quotes and letters of support.

Category 4 - Formal application using the application form with supporting documents, along with a presentation to the Council. Industry support is set for a three (3) year period and applications are open February – March each year.

Organisations that have not provided an acquittal from previous CGP applications are ineligible to apply until the required documentation has been completed and submitted.

Tips for your application:

- Projects that can demonstrate benefits to the wider community are preferred.
- Projects that can demonstrate contributions from the community or community groups will be preferred.
- Applications that have multiple funding sources/financial contributors will be preferred.
- Applications for major and minor grants received from individuals will not be accepted.
- Projects requesting funding for salary costs, administration support and recurring expenditure are ineligible for support (Category 1 – 3 only).

Late applications will not be considered.

All applicants will be advised of the outcome of their application in writing.

14. APPLICATION PROCESS

Step 1

Contact the Community Development Officer at the Shire of Plantagenet to discuss your project idea and confirm that it falls within these guidelines & familiarise yourself with the guidelines.

Step 2

Write a letter of request containing sufficient information (category 1 & 2) or download and complete the application form (category 3 & 4).

Step 3

Collate all supporting documents and attachments listed on the Application Checklist or in these guidelines and submit the application before the closing date. Late applications will not be accepted (category 3 & 4).

Applicants will receive a confirmation email from the Community Development Officer within 5 working days of receiving applications. If no confirmation is received after this time, please call the Shire on 9892 1111 as soon as possible.

Step 4

Recommendations from applications received (Category 3 & 4) are considered at the October or April Ordinary Council Meeting. Council Meeting commences at 5pm and is held in the Council Chambers at the Shire of Plantagenet Administration Centre.

Step 5

Applicants are notified of outcome via written correspondence.

Step 6

Grant Agreement between the Shire of Plantagenet and successful applicant to be signed.

Step 7

Project is completed.

Step 8

Successful applicant completes evaluation and acquittal report within 30 days of completion/delivery of project. Submit report and receipts to the Shire of Plantagenet Community Development Officer. (Please ensure all supporting documentation and receipts are included – refer to the acquittal form for details).

Step 9

Invoice to be raised and sent to Shire of Plantagenet. Upon receipt and processing of invoice, payment of acquitted funds will be made to the recipient organization.

15. ASSESSMENT COMMITTEE

The Community Grants Program Working Group that assesses category 2 and 3 applications shall consist of:

- Executive Manager – Corporate & Community Services
- Manager Community & Recreation Services; and
- Community Development Officer

16. CONFLICT OF INTEREST

Councillors and Shire employees involved in assessing applications for funding must declare any financial interest, proximity interest or impartiality interest before the relevant application is considered and follow the necessary procedure regarding such declaration.

17. SHIRE ACKNOWLEDGEMENT

Approved recipients are required to publicly acknowledge the Shire of Plantagenet's contribution to their project or equipment. This will entail incorporating the Shire of Plantagenet logo into all promotional and marketing materials. Recipients must provide supporting evidence of this.

All items purchased with grant funds must clearly display a "Proudly sponsored by the Shire of Plantagenet" inscription or an acknowledgment sticker, which will be supplied by the Shire. Notifications of successful applications will be shared on the Shire of Plantagenet's Facebook page, as also should be shared on recipient's social media platforms.

Recipients must liaise with the Shire's Community Development Officer to acquire the Shire's logo for project promotion purposes. Additionally, it is mandatory for recipients to submit any promotional materials featuring the logo to the Community Development Officer for approval **BEFORE** any public release. This procedure guarantees the proper use of the Shire's logo and ensures the Shire is accurately represented in all communications. The Shire may request highlights of the project's success and positive impact for promotional purposes. We require your cooperation to showcase these achievements, aiming to inspire and motivate other community groups to participate in the Community Grants Program (CGP).

Shire President and Councillors should be extended an invitation to any events, launches, or initial uses of the funded equipment or project outcomes.

18. ACQUITTAL PROCESS & OUTCOMES

Completion of the acquittal process is a crucial part of the CGP process. Grant recipients are required to submit both receipts and a completed acquittal report form to the Shire of Plantagenet within 30 days following the completion of their project. The necessary

acquittal form will be provided to applicants upon the approval of their funding applications.

The disbursement of CGP funds to successful community organisations will occur following the receipt of the completed acquittal report form along with the necessary supporting evidence.

Advance payments may be requested in writing and are subject to the CEO's approval. Requests for deadline extensions must also be submitted in writing and can only be approved by the Shire's CEO.

Failure to complete and submit all acquittal requirements within 6 months following the application's approval, will result in the allocated funds being forfeited, regardless of whether they have been expended or committed by the organisation. Incomplete acquittals will also disqualify the organisation from all future CGP funding rounds until acquittals have been satisfactorily completed.

Additionally, the activities and outcomes of the Community Grants Program will be detailed in the Shire's Annual Report.

19. APPLICATION ASSISTANCE AND SUBMISSION

For further information or assistance with your application contact:

Isabelle Draffehn
Community Development Officer
9892 1105 or info@sop.wa.gov.au

Completed applications are to be submitted via one of the below options and addressed to:

SHIRE OF PLANTAGENET COMMUNITY GRANTS PROGRAM
ATTN: Community Development Officer

- Email: info@sop.wa.gov.au
- Post: PO Box 48 MOUNT BARKER WA 6324
- In person: 22-24 Lowood Road, MOUNT BARKER

Document Control			
Document Responsibilities			
Owner	Chief Executive Officer	Business Unit	Corporate & Community Services
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Document Compliance			
Legislation			
Document Management			
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1	17 June 2024	Adopted	

HABITUAL OR VEXATIOUS COMPLAINANTS

Purpose

Habitual or vexatious complainants are problematic for both the Shire of Plantagenet (the Shire) Council and employees. The matters raised by habitual and vexatious complainants – both in terms of the nature of the complaint(s) and the volume of complaints received – are time consuming, diverting valuable Shire resources away from Council priorities.

Council endeavours to respond with empathy to the needs of all complainants, however, there are times when there is nothing further which can reasonably be done to assist or rectify a real or perceived problem.

Within this context, this policy seeks to:

- identify situations where a complainant, either individually or as part of a group, or a group of complainants, might be habitual or vexatious and ways of responding to these situations; and
- assist in identifying and managing such persons or groups.

Scope

This policy provides members of Shire Council and employees of the Shire with guiding principles for identifying and managing habitual or vexatious complainants.

Definitions

“Vexatious” in a legal context means “denoting an action or the bringer of an action that is brought without sufficient grounds for winning, purely to cause annoyance to the defendant”.

For the purpose of this policy, **“habitual or vexatious complainants”** are persons or groups in repeated and/or obsessive pursuit of:

- unreasonable complaints and/or unrealistic outcomes; and/or
- reasonable complaints in an unreasonable manner.

Where complaints continue and have been identified as habitual or vexatious as per the criteria set out in this policy, the CEO will seek agreement to treat the complainant as a habitual or vexatious complainant and for an appropriate course of action to be taken, as per the process set out in the policy guidelines.

The CEO will notify complainant, in writing, of the reasons why their complaint has been treated as habitual or vexatious, and the action will be taken. The CEO will also notify the elected members that a constituent has been designated as a habitual or vexatious complainant.

Once a complainant has been determined to be habitual or vexatious, their status will be kept under review after one year and monitored by the CEO with reports being taken to Council as required. If a complainant subsequently demonstrates a more reasonable approach, their status will be reviewed.

Policy

1. Criteria for determining habitual or vexatious complainants

1.1. Complainants (and/or those acting on their behalf) may be deemed to be habitual or vexatious where previous or current contact with them shows how they meet one or more of the following criteria:

- a) Persist in pursuing a complaint where the Council's complaints process has been fully and properly implemented and exhausted.
- b) Persistently change the substance of a complaint or continually raise new issues or seek to prolong contact by continually raising further concerns or questions whilst the complaint is being addressed. (Care must be taken, however, not to disregard new issues which are significantly different from the original complaint as they need to be addressed as separate complaints).
- c) Are repeatedly unwilling to accept documented evidence given as being factual or deny receipt of an adequate response in spite of correspondence specifically answering their questions or do not accept that facts can sometimes be difficult to verify when a long period of time has elapsed.
- d) Repeatedly do not clearly identify the precise issues which they wish to be investigated, despite reasonable efforts of the Council to help them specify their concerns, and/or where the concerns identified are not within the remit of the Council to investigate.
- e) Regularly focus on a trivial matter to an extent which is out of proportion to its significance and continue to focus on this point. It is recognised that determining what is a trivial matter can be subjective and careful judgement will be used in applying this criteria.
- f) Have threatened or used physical violence towards employees at any time. This will, in itself, cause personal contact with the complainant and/or their representative to be discontinued and the complaint will, thereafter, only be continued through written communication. The Council has determined that any complainant who threatens or uses actual violence towards employees will be regarded as a vexatious complainant. The complainant will be informed of this in writing together with a notification of how future contact with the Council is to be made.
- g) Have, in the course of addressing a registered complaint, had an excessive number of contacts with the Council – placing unreasonable demands on employees. A contact may be in person, by telephone, letter, email or fax.

Judgement will be used to determine excessive contact taking into account the specific circumstances of each individual case.

- h) Have harassed or been verbally abusive on more than one occasion towards employees dealing with their complaint. Employees recognise that complainants may sometimes act out of character in times of stress, anxiety or distress and will make reasonable allowances for this. Some complainants may have a mental health disability and there is a need to be sensitive in circumstances of that kind.
- i) Are known to have recorded meetings or face to face/telephone conversations without the prior knowledge and consent of other parties involved.
- j) Make unreasonable demands on the Council and its employees and fail to accept that these may be unreasonable, for example, insist on responses to complaints or enquires being provided more urgently than is reasonable or within the Council's complaints procedure or normal recognised practice.
- k) Make unreasonable complaints which impose a significant burden on the human resources of the Council and where the complaint:
 - i. Clearly does not have any serious purpose or value; or
 - ii. Is designed to cause disruption or annoyance; or
 - iii. Has the effect of harassing the public authority; or
 - iv. Can otherwise fairly be characterised as obsessive or manifestly unreasonable.
- l) Make repetitive complaints and allegations which ignore the replies which Council officers have supplied in previous correspondence.

2. Process for addressing habitual or vexatious complainants

2.1. The below options can be used (singularly or in combination) depending on the circumstances of the case and whether the complaint process is ongoing or completed.

- a) A letter to the complainant setting out responsibilities for the parties involved if the Council is to continue processing the complaint. If terms are contravened, consideration will then be given to implementing other action as indicated below.
- b) Decline contact with the complainant, either in person, by telephone, by fax, by letter, by email or any combination of these, provided that one form of contact is maintained. This may also mean that only one named officer will be nominated to maintain contact (and a named deputy in their absence). The complainant will be notified of this.
- c) Notify the complainant, in writing, that the Council has responded fully to the points raised and has tried to resolve the complaint but there is nothing more to add and continuing contact on the matter will serve no useful purpose. The complainant will also be notified that the correspondence is at an end, advising

the complainant that they are being treated as a habitual or vexatious complainant and as such the Council does not intend to engage in further correspondence dealing with the complaint.

- d) Inform the complainant that in extreme circumstances the Council will seek legal advice on habitual or vexatious complainants.
- e) Temporarily suspend all contact with the complainant, in connection with the issues relating to the complaint being considered habitual or vexatious, while seeking legal advice or guidance from our solicitor or other relevant agencies.

Document Control			
Owner	Chief Executive Officer	Division	Office of the CEO
Reviewer	Executive Officer	Approval	Council
Document Compliance			
Legislation	<ul style="list-style-type: none">Local Government Act 1995		
Other	<ul style="list-style-type: none">Shire of Plantagenet Customer Service CharterDevelopment Compliance and Enforcement GuidelinesCustomer Service Requests and Complaints Handling		
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WORK HEALTH AND SAFETY

Purpose

The Shire of Plantagenet (the Shire) will, as far as reasonably practicable, provide and maintain a safe and healthy working environment for all Shire workers on Shire premises or while engaged in Shire-related activities.

This policy details the Shire's commitment and approach to maintaining a safe and healthy workplace, including the implementation of work health and safety systems and processes which are compliant with relevant State and Commonwealth legislation, regulations and standards.

Scope

This policy applies to the Shire Council and all Shire employees, contractors, volunteers or any other person engaged or appointed to perform work in any capacity by the Shire (collectively referred to as "workers").

Definitions

EAP Employee Assistance Program.

Workplace means all Shire of Plantagenet work premises and worksites.

WHS Act means the *Work Health and Safety Act 2020*.

WHS Regulations means the Work Health and Safety (General) Regulations 2022.

Worker means an employee, contractor, and subcontractor (and their employees), outworkers, apprentices, work experience students, volunteers and trainees or any other person engaged or appointed to perform work in any capacity by the Shire, as defined in the *WHS Act 2020*.

A **Person Conducting a Business or Undertaking (PCBU)** is the employer, as defined in the Work Health and Safety Act 2020 (WHS Act), in this instance the Shire of Plantagenet Council and CEO.

Management Representative is a manager appointed to represent management on the Health and Safety Committee (HSC) in accordance with the WHS Act by the determined work group.

Health and Safety Representative (HSR) is a worker elected by a work area to represent the members of their work group and bringing issues to the attention of the PCBU and provide a basis for worker consultation as a member of the HSC.

Health and Safety Committee (HSC) is a group of elected HSRs and appointed management representatives who form a consultative committee as defined in the *WHS Act 2020* that meets a minimum of once per quarter or as required.

Reasonably Practicable is that which is, or was at a particular time, reasonably able to be done to ensure health and safety, taking into account all relevant matters including likelihood, degree of harm, what is known, availability and suitability of ways to eliminate or minimise risks and associated costs.

Work Health and Safety Management System (WHSMS) is defined as a system or set of policies, plans, actions, and procedures that provide a systematic approach to managing health and safety and underpin continuous safety improvement, such as all items collated in the Shire digital WHSMS, SiteDocs.

Policy

1. Overview

The Shire is committed to maintaining a healthy and safe workplace by integrating health and safety into all workplace activities. The Shire aims to achieve this by:

- promoting participation in safety efforts for works undertaken by and on behalf of the Shire;
- reducing, eliminating and controlling the risks to the health and safety of all workers;
- protecting persons performing work for and on behalf of the Shire from risks to the health and safety of those individuals;
- obeying the laws and regulations associated with the health and safety of all workers; and
- consulting, listening, and responding openly to our workers, customers, contractors and the community with regards to all safety related concerns and issues.

Specific objectives and targets are set and monitored in the annual safety plans set by the Health and Safety Committee, the WHS Officer and the Management team.

The Shire is committed to the continual improvement and ongoing review of all policies and procedures. This commitment includes development, implementation, monitoring and reviewing of SiteDocs Work Health and Safety Management System.

2. Roles and Responsibilities

A PCBU has a primary duty to ensure the health and safety of workers while they are at work in the business or undertaking and others who may be affected by the carrying out of work.

Any individual person can have more than one duty under the *WHS Act 2020*. For example:

- the CEO, the WHS Officer, the Human Resources Coordinator and Executive Managers can be decision makers for the Shire, a Department or Work Area as well as a manager and worker; or
- a Shire Councillor is a decision maker as part of the Shire Council, and a worker when acting as a volunteer capacity or representative of the Shire on a committee or function.

	If you are a decision maker for			If your role is		
	The Shire	Department	Work Group or Area	Manager, Leading Hand or Supervisor	Worker or Contractor	Visitor
RESPONSIBILITY						
Foundations of Work Health & Safety						
Ensure that all workers and “key persons” undertake: <ul style="list-style-type: none"> A Safety Induction (General) for Workers, Contractors, Volunteers or Councillors (as applies) A Site or Project Specific Safety Induction prior to the commencement of work at any work location 	✓	✓	✓	✓	✓	
Ensure that all workers and “key persons” are aware of: <ul style="list-style-type: none"> Emergency Exits and Evacuation processes Location of First Aid, AED, Fire Extinguishers and Fire Blankets Other site specific security & safety management processes 	✓	✓	✓	✓		
Ensure that all workers and “key persons” have suitable training and access to SiteDocs Work Health & Safety Management system for: <ul style="list-style-type: none"> Safety Reporting (incl. Incident reporting) Safety Resources & Notifications Safety Compliance 	✓	✓	✓	✓		
Have a Work Health & Safety Noticeboard, digital system (eg SiteDocs) or file at each work location that is accessible to all workers with: <ul style="list-style-type: none"> Emergency Contacts & EAP information Key Safety Areas (Injury & Incident Management) Names of HSRs, Wardens and First Aid Officers Emergency Management Plan Access to Safety documents, Policies, Procedures and other resources 	✓	✓	✓	✓		
Have the Work Health & Safety Policy displayed in the workplace – visible to workers and visitors.	✓	✓	✓			
Adhere to clear reporting timelines and guidelines as advised in Safety documentation and inductions. (eg Report all incidents within 24hrs)	✓	✓	✓	✓	✓	

Ensure that all workers are capable of performing their tasks in a safe working manner through the provision of: <ul style="list-style-type: none"> • Correct Tickets, Licences and qualification to ensure adequate skills to fulfil the tasks • Verification of Competency • Provision of information to undertake tasks correctly • Suitable PPE • Tools & Resources • Suitable work instruction & mentoring • Adequate supervision and feedback processes 	✓	✓	✓	✓		
Individual Roles & Responsibilities within the workplace						
Understand and apply your WHS duties	✓	✓	✓	✓	✓	✓
Take reasonable care of your own health and safety, and the health and safety of others, and follow safety directions and rules as required.	✓	✓	✓	✓	✓	✓
Report health and safety hazards, injuries and incidents utilising Site Docs WHSMS and Shire of Plantagenet reporting procedures (as per Safety inductions)	✓	✓	✓	✓	✓	Verbally or in writing
Notify the Shire (via CEO or WHS Officer) of any WorkSafe notifiable incident on the day of the incident.	✓	✓	✓	✓	✓	
Participate in Work Health & Safety training, risk management and consultation processes.	✓	✓	✓	✓	✓	
Use safety equipment and personal protective equipment (PPE) as instructed.	✓	✓	✓	✓	✓	
Supervise and “spot-inspect” the workplace to ensure that safe work procedures and processes are followed by workers.	✓	✓	✓	✓		
Lead by example and promote safe work practices at every opportunity	✓	✓	✓	✓	✓	
Leave the workplace in a clean, tidy and safe condition	✓	✓	✓	✓	✓	✓
Duty to Consult regarding WHS matters						
A minimum of one worker from each main work area is to be elected (HSR) and represented on the Health & Safety Committee (HSC)	✓					
A minimum of one management representative is to be appointed by the CEO	✓					

and represented on the Health & Safety Committee (HSC). Note: The number of management representatives to be less than the number of worker representatives.						
All HSRs to be suitably trained with a WorkSafe WA approved Health & Safety 5 Day representative training course.	✓					
Ensure that workers have been consulted (through the relevant HSRs and HSC) prior to the decision making and/or implementation of any organisational / Shire policy that relates to the Work Health & Safety of workers.	✓	✓	✓	✓		
Ensure compliance with WHS matters through reference to the WHS Act 2020, WHS (General) Regulations 2022 and relevant Codes of Practice, Guidance Notes and safe work directions from WorkSafe WA.	✓	✓	✓	✓	✓	
PCBU Commitment to WHS						
Incorporate the principles of good work design for work tasks and the work environment.	✓	✓	✓	✓		
Consult with workers when planning and designing the workplace.	✓	✓	✓	✓		
Ensure that there is the correct PPE, training, tools and resources available to workers to ensure the ability to work in a safe manner.	✓	✓	✓	✓		
Ensure that there is a clear process explained and available to workers for Incident Reporting, Injury Management and Return to Work	✓	✓	✓	✓		
Support and assist in the implementation of WHS policies and procedures work areas.	✓	✓	✓	✓	✓	
Undertake routine reviews and risk assessments of all safety areas to encourage continual improvement and identification of risks & hazards in the workplace.	✓	✓	✓	✓	✓	
Undertake routine site inspections, safety audits and inspections to benchmark and to proactively identify risks, hazards and improvement areas across the Shire.	✓	✓	✓	✓	✓	

Document Control			
Owner	Chief Executive Officer	Division	Office of the CEO
Reviewer	Executive Officer	Approval	Council
Document Compliance			
Legislation	Work Health and Safety Act 2020 and (General) Regulations 2022 (WA)		
Other	<ul style="list-style-type: none">• Code of Practice: Work Health and Safety Consultation, Cooperation and Coordination 2022• Code of Practice: Managing the Work Environment and Facilities 2022• Code of Practice: Workplace Behaviour 2022• Model Code of Practice: How to Manage Work Health and Safety Risks 2018• Safe Work Australia - Guidance Note: Worker Representation and Participation Guide 2024• Shire of Plantagenet:<ul style="list-style-type: none">○ Code of Conduct○ Safety Induction○ Safety Manual○ Site Docs WHSMS○ Health & Safety Committee – Terms of Reference		
Document Management			
Version #	Effective Date	Sections Modified (if applicable)	
1	XX XXX 2025	Adopted	